

NARRATIVE SUPPLEMENT TO THE CIA ARCHIVES AND RECORDS CENTER
MONTHLY STATISTICAL SUMMARY FOR SEPTEMBER 1968

1. Accessioning

The Inactive Office records accessioned during September amounted to 569 cu. ft. These records were retired by:

DCI/OPPB	3 cu. ft.	DDS&T/OSA	10 cu. ft.
O/DDS	1 " "	DDS&T/OSI	7 " "
DDP/RID -	192 " "	DDS&T/FMSAC	36 " "
DDP/TSD	11 " "	DDI/CRS	37 " "
DDS/OF	50 " "	DDI/OER	11 " "
DDS/OC	2 " "	DDI/DCS - COMINT	138 " "
DDS/OL	28 " "	DDI/OSR	3 " "
DDS/OS	20 " "	DDS&T/ORD	6 " "
DDS/OTR	4 " "	DDS/OMS	10 " "

A total of 348 cu. ft. of Supplemental Distribution items were accessioned during September. These items consisted of: NIS - 143 cu. ft., Maps - 119 cu. ft., NPIC Reports - 15 cu. ft. and all other items - 71 cu. ft. The NPIC reports were formerly stored and serviced by NPIC personnel and consisted of 494 different reports totaling 3,798 copies.

The NIS accessioned consisted of the following:

- a. 6 NIS reports were new - 30 cu. ft.
- *b. 23 NIS reports were revisions - 113 cu. ft.

*The revisions permitted the destruction of 26 cu. ft.

The big increase in the volume of Vital Records accessioned (414 cu. ft.) was due to the deposit of 189 cu. ft. of magnetic tape by OCS and the deposit of 162 cu. ft. of film by NPIC.

(The accessions of all categories averaged 68 cu. ft. per day.)

2. Reference

There were 9,727 reference items pulled and forwarded to the various requestors. The requests averaged 485 per day.

3. Disposition

Disposition action was taken on a total of 863 cu. ft. of records;

558 cu. ft. were destroyed at the Center, and 305 cu. ft. were returned to the originating components. The unusual volume of Vital Record disposition (289) was due to the authorization from NPIC to destroy 229 cu. ft. of film. The disposition of the Inactive Office Records consisted of records originally retired by the following:

Office	Destroyed	Returned
DDS&T/OSI	7 cu. ft.	
DDS/OP	22 " "	2 cu. ft.
DDP/RID	10 " "	9 " "
DDS/OMS	1 " "	3 " "
DDS/RAB	1 " "	
DDS/OTR	3 " "	
DDI/OBGI	2 " "	21 " "
DDI/CRS	26 " "	35 " "
	16 " "	8 " "
DDS/OL	120 " "	
DDS/OC		50 " "
DDP/TSD		1 " "
DDS&T/OCS		3 " "
DDS/OS		146 " "

Disposition action on all categories averaged ⁶³43 cu. ft. per day.

4. Archives

25 net daily growth

A copy of each of the Agency organization charts available in the Archives (27 items) were reproduced for [redacted] Arrangements were made with the DDI/Imagery Analysis Service to receive one copy of their office directives for the Archives. Work continues on processing into the proper Archival series the TOP SECRET documents received from CRS and the NPIC finished reports that were originally deposited as Vital Records.

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As a result of the purge, many boxes of finished reports have been turned over to the A&RC to process into the Archives if needed; if they are already in the Archives, these copies are destroyed.

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5. [redacted]

At the request of OBGi the Annex personnel are reproducing, as time is available, the control cards for all NIS reports. This information will be evaluated by OBGi personnel and the requirements for copies will be reduced wherever possible. The Deputy Chief of A&RC made 3 trips to Annex during September and found the space clean and orderly and the work current.

Supplies

6. Total Holdings

The net increase for September was 496 cu. ft. This increased the total holdings to 106,102 cu. ft., 85,539 at [REDACTED] and 20,563 cu. ft. at the [REDACTED]. The average net increase per day was 25 cu. ft.

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25X1A6a

7. Visitors (102)

25X1A9a	[REDACTED]	[REDACTED] History Writer	19 days	FOIAb3b
	2	RID	Review OSS Photos	
	3	OS	Review & Purge Records	
	2	TSD	Briefing & Tour	
	1	RAB	Escort TSD People	
	1	SSS/RCB	Briefing & Tour & Purging of Records	
	4	OBGI	Purging of Records	
	1	OPFB	Review Space	
	2	DDI	" "	
	1	DDS	" "	
	1	DDS&T	" "	
FOIAb3b	2	[REDACTED]	Check Records	25X1A9a
	1	RAB	Visited [REDACTED]	
	41	Trends & Highlights	Briefing & Tour	
	3	NPIC	Purge Records	
	2	RID	Briefing & Tour & Deliver VR	
	1	RAB	Purge Records	
	1	SAVA	" "	
	2	ONE	" "	
	2	DDS&T	" "	
	2	OP	" "	
	4	OS	" "	
	1	OPFB	Briefing & Tour	
	1	O/DD/P	Purge Records	
	2	DDP/WH	" "	
	1	O/DCI	" "	
	1	EUR	" "	
	1	OSA	" "	
	2	ONE	Archives	
	1	O/DCI	"	
	1	RAB	"	
	1	RID	Tour	
	1	DDP/SG	"	
	2	NE	Purge Records	
	1	OS	Visit	

~~SECRET~~

FOIAb3b1

2
1
2
2

OSI
DDP/DO
[REDACTED]
FMSAC

Vital Records
Purge Records
Purge Records
Review Records

8. General

A. [REDACTED] of the [REDACTED] Engineering Office reports that additional equipment must be installed before the new Security Alarm System will be operational.

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B. [REDACTED], the Deputy Chief of the [REDACTED] Engineering Office, reports that work on the "Water Problem" is still pending funds.

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25X1A6a

C. Through the end of September 60 people, representing 24 components, visited the A&RC as a result of Records Purge. A report on each visit has been forwarded to the C/RAB.

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